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| gavlogo | **Academic Senate**  **Agenda Item Request Form**  5055 Santa Teresa Blvd. Gilroy, CA 95020 **∙** (408) 848-4777 |  |

In order to be considered for the agenda, please complete this form and submit it electronically to the Senate President at [ndequin@gavilan.edu](mailto:ndequin@gavilan.edu). **The deadline to submit your agenda item request is 5pm on Tuesday 1 week prior to each meeting.** Please refer to the Senate meeting schedule at <http://www.gavilan.edu/committee/senate/meetings.php>

Today’s Date:

Date of the meeting you are requesting to add an agenda item:

Time requested for agenda item (please check one):

5 minutes 10 minutes 15 minutes 20 minutes

Is this Item (Choose one):

\_\_\_\_\_\_\_Informational \_\_\_\_\_\_\_\_For Discussion \_\_\_\_\_\_\_\_\_ An Action item

Title of Agenda Item\*:

*\*Please print clearly how you would like your item to appear on the agenda*

Agenda Item Background Information:

Agenda Item Supplementary Information \_\_\_\_\_\_\_\_\_\_\_

**Presenter Contact Information:**

Name:

Phone: E-mail:

Signature: